



## San Bernardino County Recorder-Clerk

222 W. Hospitality Lane, 1<sup>st</sup> Floor, San Bernardino CA 92415-0022  
Public Counter Hours 8 a.m. to 5:00 p.m., Monday-Friday  
[www.sbcounty.gov/arc](http://www.sbcounty.gov/arc)

### **FEE SCHEDULE**

**Effective September 1, 2014**  
(Subject to change)

#### Recorder

#### **Recording Fees**

	<b><u>Code</u></b>	<b><u>Fee</u></b>
First page of all titles <u>not</u> associated with the Real Estate Fraud Fee (8 1/2 x 11)	GC27361, GC 27361.4, GC27397,	\$ 15.00
First page of all titles associated with the Real Estate Fraud Fee (8 1/2 x 11)	GC27361, GC 27361.4, GC27388, GC27397	\$ 25.00
<ul style="list-style-type: none"> <li>• Assignment of Deed of Trust</li> <li>• Amended Deed of Trust</li> <li>• Abstract of Judgment</li> <li>• Affidavit</li> <li>• Assignment of Rents</li> <li>• Assignment of a Lease</li> <li>• Construction Trust Deed</li> <li>• Covenants, Conditions, and Restrictions (CC&amp;Rs)</li> <li>• Declaration of Homestead</li> <li>• Deed of Trust</li> <li>• Easement</li> <li>• Lease</li> <li>• Lien</li> <li>• Lot Line Adjustment</li> <li>• Mechanics Lien</li> <li>• Modification for Deed of Trust</li> <li>• Notice of Completion</li> <li>• Notice of Default</li> <li>• Notice of Rescission of Declaration of Default</li> <li>• Notice of Trustee's Sale</li> <li>• Quitclaim Deed,</li> <li>• Release</li> <li>• Reconveyance</li> <li>• Request for Notice</li> <li>• Subordination Agreement</li> <li>• Substitution of Trustee</li> <li>• Trustee's Deed Upon Sale</li> <li>• Uniform Commercial Code Amendment, Assignment, Continuation, Statement, or Termination.</li> </ul>		
Each additional page	GC27361	\$ 3.00
Non-conforming page size (other than 8 1/2 x 11), each page of the entire document	GC27361(a)(2), GC27361.5	\$ 3.00
Penalty print (per page)	GC27361(a)(1)	\$ 1.00
Release of lien by a local government entity (excludes Federal)	GC27361.3, GC27361.4, GC 27361 GC27388	\$ 21.00
Release of lien by a local government entity <i>that is recorded in connection with a document subject to transfer tax</i> (excludes Federal)	GC27361.3, GC27361.4, GC 27361	\$ 11.00
<b><u>Document Requiring Additional Indexing</u></b>		
Each additional reference indexed	GC27361.2	\$ 1.00
Each additional name indexed (Each group of 10 names after 1 <sup>st</sup> .)	GC27361.8	\$ 1.00

Each additional title <u>not</u> associated with the Real Estate Fraud Fee	GC27361, GC 27361.4, GC 27397,	\$	15.00
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Each additional title associated with the Real Estate Fraud Fee	GC27361, GC 27361.4, GC27388, GC 27397	\$	25.00
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**Miscellaneous Fees**

Documentary transfer tax per \$500.00	R&T11911, Cnty 14.0302	\$	0.55
Survey Monument Preservation Fund Fee	GC27585, Cnty 16.0215B Cnty 16.0215B(c)(10)	\$	10.00
Notification of Involuntary Lien (per debtor)	GC27387	\$	3.00
Documents recorded without a Preliminary Change of Ownership Report	R&T 480.3	\$	20.00
Preliminary 20-day filing and notice	GC27361.9, Cnty 16.0203	\$	30.00
Non-recorded document	GC27380	\$	6.00
On-line image file (per image)	Cnty 16.0203	\$	.05
Certification of electronic recording submitter (per submitter)	Cnty 16.0203	\$	15.00
Clerk Search (per hour)	GC26854, Cnty 16.0203	\$	90.00

**Copies**

Recorded or filed documents 8 1/2" X 11" (1 <sup>st</sup> page per document)	GC27366, Cnty 16.0203	\$	12.00
Recorded or filed documents 8 1/2" X 11" (ea. subsequent page after 1 <sup>st</sup> )	GC27366, Cnty 16.0203	\$	2.00
Certificate under seal (1 <sup>st</sup> page, per document)	GC27364, Cnty 16.0203	\$	4.00
Certificate under seal (ea. subsequent page, per document)	GC27364, Cnty 16.0203	\$	1.00
Conformed copies (per labeled page)	GC54985, Cnty 16.0203	\$	6.00
Fax Copies (per page)	GC27366, Cnty 16.0203	\$	2.00
Certificate of Record (per name)	GC26852, Cnty 16.0203	\$	15.00
Computer copy of Index	GC27366, Cnty 16.0203	\$	2.00

**Map Copies**

Map, 18" X 26" Bond (per page)	GC27366, Cnty 16.0203	\$	25.00
Conformed copies of maps (per page)	Cnty 16.0203	\$	12.00

**Map Recording**

GIMS Tract	Cnty 16.0228A(b)	\$	317.00
GIMS Parcel	Cnty 16.0228A(b)	\$	173.00
Map recording fee (1 <sup>st</sup> page)	GC27372, GC27361	\$	10.00
Map recording fee (ea. subsequent page after 1 <sup>st</sup> )	GC27372	\$	2.00

**Accounting**

New account setup (Includes 5 different charge codes)	GC54985a, Cnty 16.0203	\$	125.00
Account fee-per change	GC54985a, Cnty 16.0203	\$	15.00
Refunds without fault of County (per item)	GC54985a, Cnty 16.0203	\$	75.00
Returned check fee	Cnty Code 16.0207D	\$	25.00
Certification of electronic recording submitter	Cnty 16.0203	\$	15.00

**Vital Record Certificates**

	<b><u>Code</u></b>	<b><u>Fee</u></b>
Birth Certificate/Search	H&S103625, H&S103525.5 W&I18966, H&S100430,	\$ 28.00
Birth Certificate/Search (Government Agencies)	H&S103625, H&S100430, H&S103525.5	\$ 19.00
Death Certificate/Search	H&S103625, H&S100430, H&S103525.5, Penal 14251	\$ 21.00
Death Certificate/Search (Government Agencies)	H&S103625, H&S100430, H&S 103525.5, Penal 14251	\$ 21.00
Fetal Death Certificate/Search	H&S103625, H&S100430	\$ 18.00
Marriage Certificate/Search	H&S103625, FC1852, AB233, H&S100430,	\$ 15.00
Marriage Certificate/Search (Government Agencies)	H&S103625, H&S100430	\$ 11.00
Confidential Marriage Certificate/Search	H&S103625, FC1852, H&S100430	\$ 15.00
Keepsake Marriage or Birth Souvenir Certificate	Cnty 16.0203	\$ 10.00

Document Folder	Cnty 16.0203	\$	1.00
Service fee for mail, phone, internet & fax requests	Cnty 16.0203	\$	4.00

### County Clerk

#### **Marriage Licenses**

Marriage license, duplicate/replacement license	GC26840, H&S100435, GC26840.3, W&I18305, GC26840.7, GC54985 FC 360, Cnty 16.0203	\$	89.00
Confidential marriage license, duplicate/replacement license	GC26840, H&S100435, GC26840.3, W&I18305, GC26840.8, GC54985 FC 510, Cnty 16.0203	\$	90.00

#### **Marriage Ceremony**

Marriage ceremony	GC26861, GC54985, Cnty 16.0203	\$	65.00
Renewal of marriage vows	GC26861, GC54985 Cnty 16.0203	\$	65.00

#### **Miscellaneous**

Affidavit to amend marriage license (one year or more after the date of event)	H&S103700, H&S100430, H&S103625c,e,f, FC1852, FC536	\$	23.00
Approval of notary public to issue confidential marriages	GC54985a, Cnty 16.0203	\$	300.00
Deputy Commissioner for One Day program	GC54985a, Cnty 16.0203	\$	75.00
Affidavit for duplicate/replacement marriage license	FC360, Cnty 16.0203	\$	5.00

#### **Marriage Souvenirs**

Picture	Cnty 16.0203	\$	8.00
Ceremony DVD	Cnty 16.0203	\$	15.00
Bubbles	Cnty 16.0203	\$	1.00
Disposable Flash Camera	Cnty 16.0203	\$	8.00
Souvenir Pen	Cnty 16.0203	\$	8.00

#### **Fictitious Business Name Filings**

Fictitious Business Name (includes 1 registrant)	B&P17929a,d, Cnty 16.0203	\$	55.00
Additional Fictitious Business or partner name	B&P17929a,d, Cnty 16.0203	\$	10.00
Abandonment of Fictitious Business Name	B&P17929b,d, Cnty 16.0203	\$	55.00
Statement of Withdrawal from Partnership operating under FBN	B&P17929c,d, Cnty 16.0203	\$	55.00

#### **Miscellaneous Filings/Fees**

Filing a document where no other charge is given	GC26850, Cnty 16.0203	\$	15.00
I.D. cards for Process Server, Prof. Photocopier, Legal Document Assist. or Unlawful Detainer Assist. (each)	B&P6404, 22352, 22453	\$	10.00
Clerk Search (per hour)	GC26854, Cnty 16.0203	\$	90.00

#### **\*Legal Document Assistant**

Legal Document Assistant Filing	B&P6404, Cnty 16.0203	\$	180.00
Bond for Legal Document Assistant (file, cancel, withdraw or revoke)	B&P6405, Cnty 16.0203	\$	25.00

#### **\*Notary Public**

Notary Public filing	GC26850, GC26855, GC26855.3, GC54985a, Cnty 16.0203	\$	55.00
Bond for Notary (file, cancel, withdraw or revoke)	GC26849.1, Cnty 16.0203	\$	25.00
Certify notary signature	GC26852, GC54985a, Cnty 16.0203	\$	15.00

#### **\*Process Server**

Process Server Filing	B&P22352, Cnty 16.0203	\$	180.00
Bond for Process Server (file, cancel, withdraw or revoke)	B&P22353, Cnty 16.0203	\$	25.00

#### **\*Professional Photocopier**

Professional Photocopier filing	B&P22453, Cnty 16.0203	\$	180.00
Bond for Professional Photocopier (file, cancel, withdraw or revoke)	B&P22455, Cnty 16.0203	\$	25.00
Professional Photocopier/Process Server filed at the same time	B&P22453.1, Cnty 16.0203	\$	250.00

**\*Unlawful Detainer Assistant**

Unlawful Detainer Assistant filing	B&P6404, Cnty 16.0203	\$	180.00
Bond for Unlawful Detainer Assistant (file, cancel, withdraw or revoke)	B&P6405, Cnty 16.0203	\$	25.00

**Sureties**

Power of Attorney (file, cancel, withdraw or revocation)	GC26855.1, Cnty 16.0203	\$	25.00
More than one name on a Power of Attorney by Surety (ea. name)	GC26855.1, Cnty 16.0203	\$	15.00
Financing statement filing fee by a Surety Insurer	GC26855.2, Cnty 16.0203	\$	15.00
Certificate re: Authority Issued By Insurance Commissioner	GC26855.3, Cnty 16.0203	\$	15.00

**Clerk Copies**

Clerk copies (1 <sup>st</sup> page per document)	GC26831, Cnty 16.0203	\$	12.00
Clerk copies (ea. subsequent page after 1 <sup>st</sup> )	GC26831, Cnty 16.0203	\$	2.00
Certification under seal (1 <sup>st</sup> page per document)	GC26833, Cnty 16.0203	\$	4.00
Certification under seal (ea. subsequent page per document)	GC26833, Cnty 16.0203	\$	1.00
Filings Index (per page)	GC26831, Cnty 16.0203	\$	2.00
Fax Copies (per page)	GC27366, Cnty 16.0203	\$	2.00
Certificate of Record (per name)	GC26852, Cnty 16.0203	\$	15.00

**Certificates**

Certificate re: Capacity of Public Official	GC26852, GC54985a, Cnty 16.0203	\$	15.00
Oaths and acknowledgements (per name)	GC26855, GC54985a, Cnty 16.0203	\$	20.00
Certificate of appointment of Humane Officer	Corp 14502e	\$	5.00
Non-English Translation Certification (per document)	GC27293	\$	10.00

**\*Bonds are also subject to Recording Fees referenced on page 1**

<b>ARCHIVES (909) 890-1713</b> <b>1808 Commercenter West, Ste. D, San Bernardino</b> <b>Hours of Operation: Monday – Friday, 9:00 am – 11:30 am, 1:00 pm – 3:00 pm</b>
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**Archives Copies**

Photocopies from secondary and microfilm sources (per page)	Cnty 16.0203	\$	.25
Photocopies from county documents (per page)	Cnty 16.0203	\$	1.00
Photocopies on acid-free paper (additional per page)	Cnty 16.0203	\$	.25
Commercial use fee for publication of photographic or graphic materials (per item)	Cnty 16.0203	\$	25.00
Clerk Search (per hour)	GC26854, Cnty 16.0203	\$	90.00

**Recorder Copies**

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